

ACF Administration for Children and Families	U.S. Department of Health and Human Services	
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PROGRAM INSTRUCTION

- TO:** State and Territorial Lead Agencies administering child care programs under the Child Care and Development Block Grant Act of 1990 (the CCDBG Act), as amended, and other interested parties.
- SUBJECT:** Approved Revised Form ACF-696, the Financial Reporting Form for the Child Care and Development Fund (CCDF).
- REFERENCES:** The Child Care and Development Block Grant (CCDBG) Act of 1990 as amended; section 418 of the Social Security Act; 45 CFR Parts 98 and 99; Coronavirus Aid, Relief, and Economic Security (CARES) Act.
- PURPOSE:** This Program Instruction distributes the revised Form ACF-696 CCDF Financial Report, which was approved by the Office of Management and Budget (OMB) under OMB Control Number 0970-0510.
- BACKGROUND:** States and Territories use the Financial Report Form ACF-696 to report CCDF expenditures. Authority to collect and report this information is found in section 658G of the Child Care and Development Block Grant Act of 1990, as revised. In addition to the Program Reporting Requirements set forth in 45 CFR Part 98, Subpart H, the regulations at 45 CFR 98.65(g) and (h) and 98.67(c)(1) authorize the Secretary to require financial reports as necessary.
- The Form ACF-696 provides specific data regarding claims and provides a mechanism for States to request Child Care grant awards and to certify the availability of State matching funds. States are required to use the Form ACF-696 to report expenditures for the three funding streams that comprise the CCDF--the Mandatory Fund, the Matching Fund, and the Discretionary Fund. Territories are required to use the Form ACF-696 to report expenditures for the Discretionary Fund only.

- REVISIONS:** Updates were made to the form to include reporting on Discretionary child care funds made available by the Coronavirus Aid, Relief, and Economic Security Act or the “CARES Act” (P.L. 116-136) and additional clarity in areas where grantees provided constructive feedback.
- SUBMISSION:** Form ACF-696 is available for electronic submission in accordance with the Government Paperwork Elimination Act of 1998. Instructions for access to the electronic submission can be obtained from the appropriate Regional Office.
- The programming of the CARES Act revisions in the Online Data Collection (OLDC) system was completed on September 14, 2020. The regular due date for Lead Agencies to report CCDF expenditures is 30 days after the end of the quarter. Lead Agencies who (1) reported non-CARES Act CCDF expenditures prior to the changes in the OLDC system and (2) incurred CARES Act CCDF expenditures prior to July 1, 2020, need to update their quarter-end reporting by creating a revised report (see ACF-696 instructions for more details).
- NON-REPORTING PENALTIES:** Failure to submit the ACF-696 report on or before the due date may be a basis for withholding financial payments, suspension, or termination.
- INQUIRIES:** Inquiries should be directed to the appropriate ACF Regional Office.
- ATTACHMENTS:**
- A. A copy of Form ACF-696
 - B. Instructions for completing Form ACF-696
 - C. Contact information for ACF Regional Grants Staff

/s/

Shannon Christian
Director
Office of Child Care